

***MyTDEC Forms Application:
Accessing your Forms in the Portal***

December 7th, 2020

Version 1.2

How do I access my forms in the portal?

Overview

The following document will provide step-by-step guidance on how to successfully access your forms on the MyTDEC platform. Following these guidelines will result in your ability to access your forms, either in submitted or drafted mode, and perform certain actions.

Step-by-Step Guide

Step 1- Login to your Account

1.1 Selecting Sign In

Begin by navigating to <https://forms.tdec.tn.gov/> . Once you see the screen below, find and click on "Sign In" from the list of options at the top of the page.

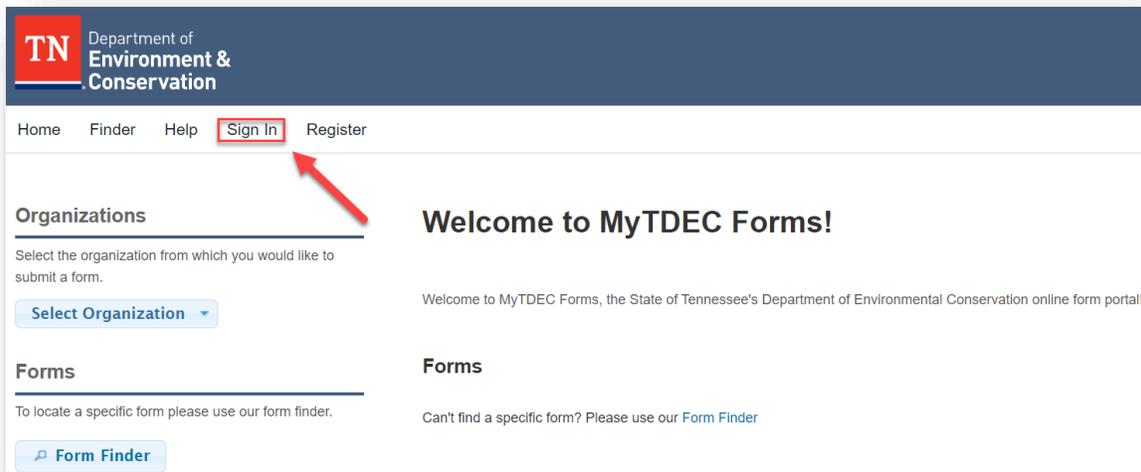


Figure 1 Login Page



Step 1 – Login to your Account

1.2 Sign In with Credentials

After selecting sign in, please fill in the **“User ID”** and **“Password”** fields. If you forgot your password, please select **“Forgot Password”** and follow the subsequent steps to reset that information. Once you have entered your user ID and password into the appropriate fields, please select **“OK”** to complete the log in process.

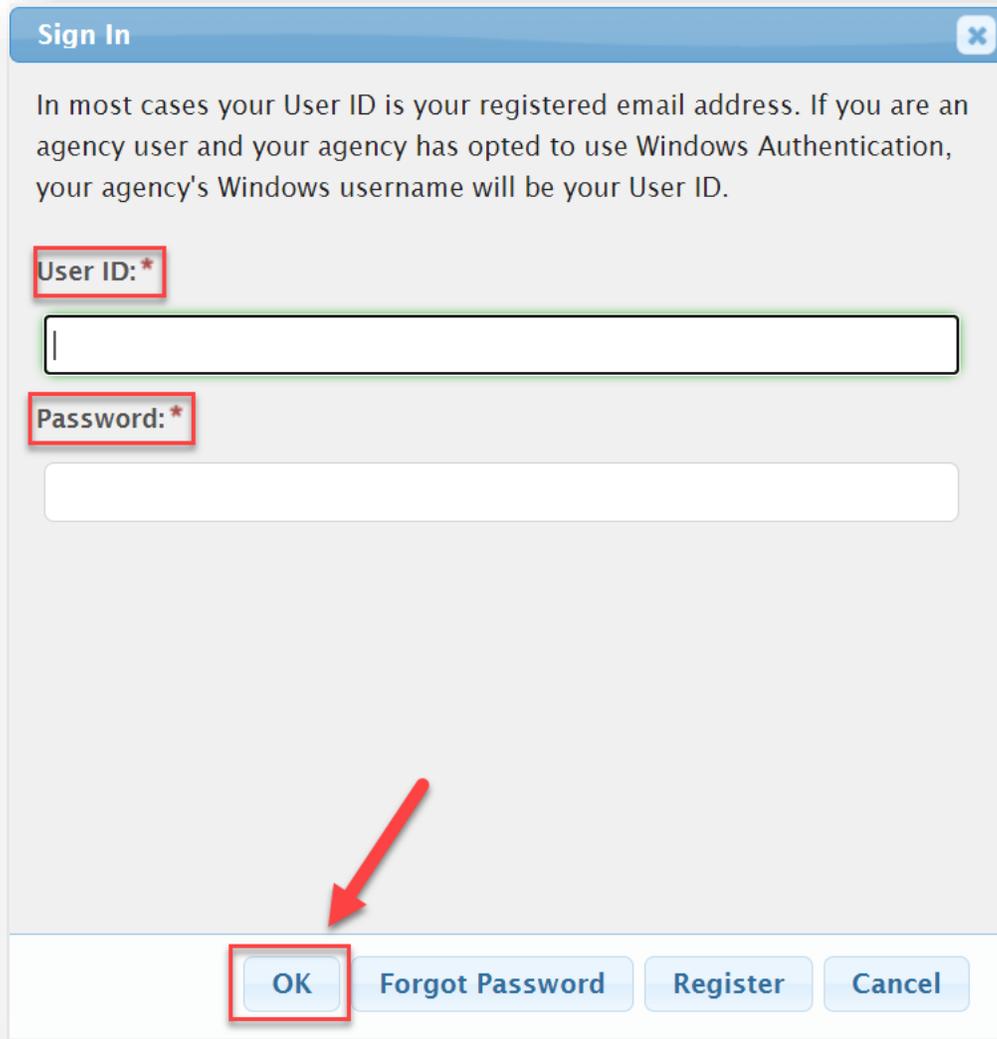


Figure 2 Sign In Window

Step 2 – Finding your Forms

2.1 Accessing Submission History Dashboard

To find your forms, simply click on the **“History”** tab from your dashboard. You will be redirected to your **Submission History** dashboard. Within the History dashboard, you will see a historical list of all form submissions that were created and/or submitted through the portal. Here you can view the status of any submission, populate, submit and/or delete draft submissions, and revise and/or view previously submitted forms. You can also print the list of submissions, if needed.

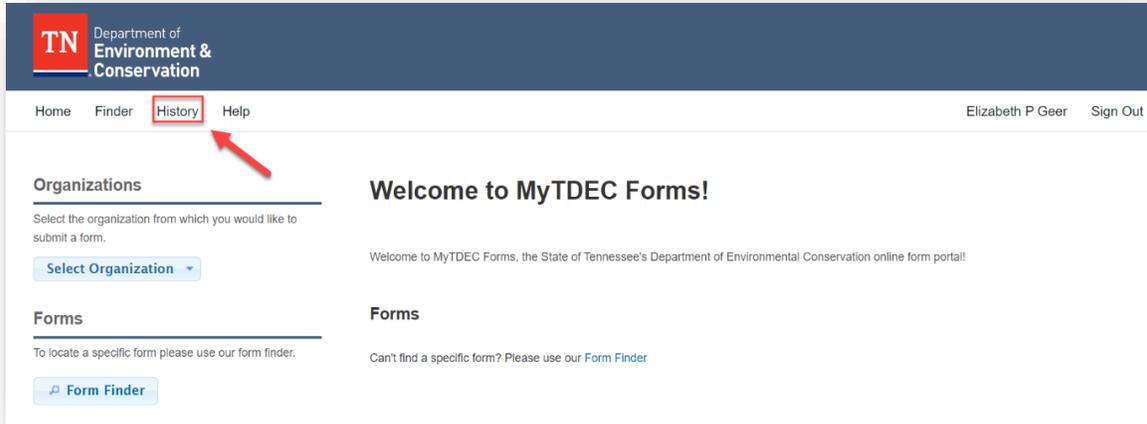


Figure 3 Selecting your History

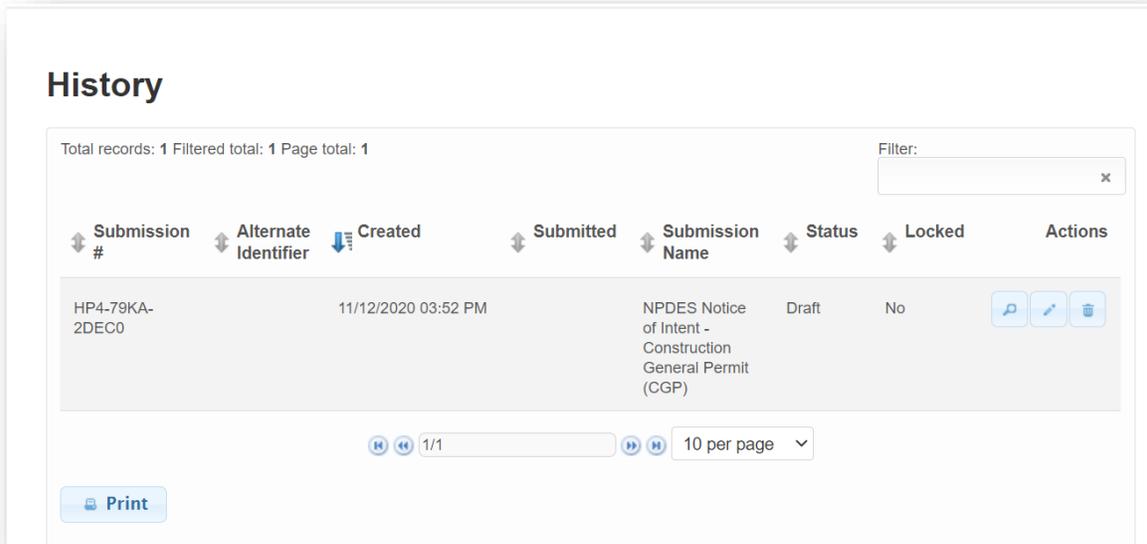


Figure 4 Form History Dashboard

Step 2 – Finding your Forms

2.2 Actions with the History Dashboard

The History Dashboard contains 7 different headers that you can use to refine and sort your forms. By clicking on one of the headers, for example on **created**, you can sort the forms by the date on which they were created. Additionally, under the **“Actions”** column, you will find the available actions for each form. The **magnifying glass icon** allows you to view the summary of the form. If the form is still in the draft stage or an administrator has requested changes, then the **pencil icon** will be present to allow you to edit the form. The **garbage can icon** will prompt you to remove the form.

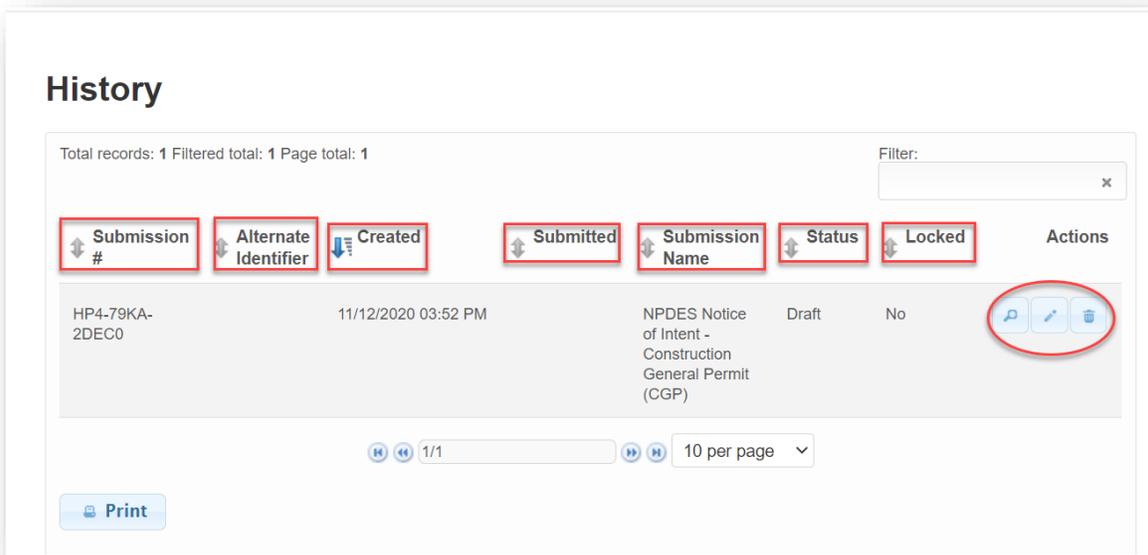


Figure 5 History Dashboard Actions

